

The Pullman City Council welcomes you to tonight's meeting. The Council appreciates and encourages public participation. For regular agenda items, an opportunity for public comment is usually provided after the staff report. However, the formality of procedures varies with the purpose and subject of the agenda item; therefore, the Mayor may exercise discretion in deciding when to allow public comment during the course of the proceedings and limitations will be placed on the time allowed for comments. Thank you for your interest in City government.

- A. Roll Call: \_\_\_\_\_ Francis Benjamin                      \_\_\_\_\_ Barney Waldrop  
                                 \_\_\_\_\_ Keith Bloom                      \_\_\_\_\_ Nathan Weller  
                                 \_\_\_\_\_ Ann Heath                      \_\_\_\_\_ Pat Wright  
                                 \_\_\_\_\_ Bill Paul

- B. Announcements  
C. Confirmation of Appointments  
D. Employee Recognition  
E. Consent Agenda

The items listed under the Consent Agenda are considered to be routine in nature and will be enacted by a single motion of the Council without separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by Council action.

**Motions**

1. Dispense with the reading of the minutes of the regular meeting of November 18, 2008, and approve them as submitted.
2. A motion to approve Accounts Payable Checks, Payroll Checks, and Electronic Transfers for December, 2008.
3. A motion to refer a Claim for Damages submitted by Robert Tarcea for an undetermined amount to the Washington Cities Insurance Authority (WCIA).
4. A motion to refer a Claim for Damages submitted by Tanner Ross for the sum of \$11.50 to the Washington Cities Insurance Authority (WCIA).

5. A motion to authorize an agreement with Palouse River Counseling Center for alcohol and drug addiction programs.
6. A motion to ratify Change Order No. 4 to Contract No. 05-13, Digester System Improvements Project.
7. A motion to ratify Change Orders 1, 2, and 3 to Contract No. 08-16, Water System Telemetry Upgrades.
8. A motion to authorize the submittal of four grant applications to the Washington State Department of Transportation, Public Transportation's Consolidated Grant Program.
9. A motion to accept the bid of Busch Distributors, Inc. for 2009 fuel.
10. A motion to authorize an Administrative Services Contract with the Pullman-Moscow Regional Airport for 2009.
11. A motion to authorize an agreement with the Pullman Chamber of Commerce for services related to tourist and convention promotion for 2009.

#### **Resolutions**

12. Resolution No. R-94-08 - A RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT BETWEEN THE CITY OF PULLMAN AND THE PULLMAN SENIOR CITIZENS' ASSOCIATION, FOR THE PURPOSE OF PROVIDING TRANSPORTATION SERVICES TO SENIOR CITIZENS.
13. Resolution No. R-95-08 - A RESOLUTION DECLARING CERTAIN PROPERTY SURPLUS TO THE NEEDS OF THE CITY OF PULLMAN AND AUTHORIZING THE DONATION OF SAID SURPLUS PROPERTY, TO-WIT: BICYCLES TO INTERNATIONAL FRIENDSHIP ASSOCIATION, A NON-PROFIT CHARITABLE ORGANIZATION.
14. Resolution No. R-96-08 - A RESOLUTION ACCEPTING THE BASE BID OF T BAILEY, INC. FOR TANK 10 CONSTRUCTION AND AUTHORIZING EXECUTION AND DELIVERY OF THE CONTRACT FOR SAID PROJECT.
15. Resolution No. R-97-08 - A RESOLUTION AUTHORIZING THE EXECUTION OF AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF PULLMAN AND WASHINGTON STATE UNIVERSITY FOR FIRE AND EMERGENCY MEDICAL PROTECTION SERVICES TO WASHINGTON STATE UNIVERSITY.

#### **F. Regular Agenda**

#### **Ordinances**

16. Ordinance No. 08-22 - AN ORDINANCE AMENDING ORDINANCE NO. 07-32 ADOPTED DECEMBER 4, 2007, AND ENTITLED "AN ORDINANCE ADOPTING A BUDGET FOR THE CITY OF PULLMAN FOR THE YEAR 2008".

17. Ordinance No. 08-23 - AN ORDINANCE ADOPTING A BUDGET FOR THE CITY OF PULLMAN FOR THE YEAR 2009.

#### **Ordinance and Resolution**

- 18a. Ordinance No. 08-24 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PULLMAN, WHITMAN COUNTY, WASHINGTON, RELATING TO STORMWATER SERVICES, RATES, FEES AND CHARGES, ADDING A NEW CHAPTER, 10.30 STORM DRAINAGE AND SURFACE WATER MANAGEMENT UTILITY TO TITLE 10, PUBLIC SERVICES AND UTILITIES OF THE PULLMAN CITY CODE, AND AMENDING PCC 1.18.040 AND ORDINANCE NOS. 99-22 §1, 1999; 85-19 §1, 1985; AND 81-10 §3(2), 1981 AND OTHER MATTERS PROPERLY RELATED THERETO.
- 18b. Resolution No. R-98-08 - A RESOLUTION ADOPTING A FEE SCHEDULE FOR THE STORMWATER UTILITY BASE RATE AND APPEAL FEE PURSUANT TO THE PROVISIONS OF THE PULLMAN CITY CODE 10.30.

#### **Resolution**

19. Resolution No. R-99-08 - A RESOLUTION ADOPTING FEES FOR PARKS AND RECREATION PROGRAMS AND FACILITY USE EFFECTIVE JANUARY 1, 2009.

#### **Discussions**

20. Request from the Recreational Gaming Association
21. Annual Town Hall Meeting
22. Electronic Payment Options
23. Current Economic Conditions
- G. Executive Session - Labor Negotiations and Property Acquisition
- H. Tentative Council Agenda for December 16, 2008 - Canceled
- Tentative Council Agenda for December 23, 2008 - Canceled
- Tentative Council Agenda for December 30, 2008 - Canceled
- Tentative Council Agenda for January 6, 2009
- Town Hall Meeting
- Tentative Planning Commission Agenda for Regular Meeting on December 24, 2008 - Canceled

Tentative Board of Adjustment Special Meeting Agenda Scheduled for  
December 17, 2008

Askins Property Zoning Designation  
College Hill Tomorrow Workshop Preparation  
CLG Draft Ordinance

Tentative Board of Adjustment Regular Meeting Agenda Scheduled for  
December 15, 2008 - Canceled

THE COUNCIL CHAMBERS ARE ACCESSIBLE TO PERSONS WITH DISABILITIES. PERSONS REQUIRING SPECIAL ACCOMMODATIONS, SHOULD CONTACT THE FINANCE DEPARTMENT BEFORE 5:00 P.M. THE MONDAY PRECEDING THE COUNCIL MEETING. THE FINANCE DEPARTMENT IS LOCATED ON THE FIRST FLOOR OF CITY HALL, 325 SE PARADISE STREET, PULLMAN, WA 99163. TELEPHONE NUMBER 338-3209 or 338-3208, FAX NUMBER 334-2751, ADD NUMBER 7-1-1.



# CITY OF PULLMAN

325 S.E. Paradise Street, Pullman, WA 99163  
(509) 338-3208 Fax (509) 334-2751  
[admin@ci.pullman.wa.us](mailto:admin@ci.pullman.wa.us)

## MEMORANDUM

TO: City Councilmembers  
FROM: Glenn A. Johnson, Mayor  
RE: Confirmations of Reappointment  
DATE: December 9, 2008

The Council is requested to confirm these reappointments.

### **ARTS COMMISSION**

Kathleen Bodley, 760 SE South St., Pullman, 334-4707 (h), reappointed to a term expiring on December 31, 2011.

### **BOARD OF ADJUSTMENT**

Mark Yrazabal, 580 Quail Ridge, Pullman, 334-6097 (h), reappointed to a term expiring on December 31, 2011.

### **CEMETERY COMMITTEE**

Keith Lincoln, 550 SE Crestview St., Pullman, 334-4723 (h), reappointed to a term expiring on December 31, 2011.

### **LAWSON GARDENS COMMITTEE**

Matthew Carey, 1110 SE Spring St., Pullman, 334-2361 (h), reappointed to a term expiring on December 31, 2011.

Mitch Chandler, 815 SE Green Hill Rd., Pullman, 334-3159 (h), 334-3565 (w) reappointed to a term expiring on December 31, 2011.

### **PARKS AND RECREATION COMMISSION**

Jennifer Davis, 1225 SE Earthtone Ct., Pullman, 332-8743 (h), 332-5106 (w) reappointed to a term expiring on December 31, 2011.

## **PLANNING COMMISSION**

John Anderson, 861 SE Edgeknoll, Pullman, 332-7060 (h), reappointed to a term expiring on December 31, 2014.

cc: Staff Liaisons

MINUTES OF THE CITY COUNCIL  
OF THE CITY OF PULLMAN  
NOVEMBER 18, 2008

**Roll Call**

A regular meeting of the City Council of the City of Pullman was held on November 18, 2008, at 7:30 p.m. in Council Chambers, City Hall, Pullman, Washington with the following present:

Glenn A. Johnson	Mayor
Troy Woo	Finance Director
Francis Benjamin	Councilmember
Keith Bloom	Councilmember
Ann Heath	Councilmember
Bill Paul	Councilmember
Barney Waldrop	Councilmember
Nathan Weller	Councilmember
Pat Wright	Councilmember

**Call to Order**

Mayor Johnson called the regular meeting to order at 7:30 p.m.

**Announcements**

Mayor Johnson made three announcements.

**Reports**

Status of University  
District Proposal

Mayor Johnson announced that a report is scheduled on the status of the University District proposal. City Supervisor Sherman presented the staff report. There were no questions.

Pine Street Plaza  
Tree Lighting

Mayor Johnson announced that a report is scheduled on the Pine Street Plaza Tree Lighting. City Supervisor Sherman presented the staff report. There were no questions.

Mayor Johnson adjourned the regular meeting of the City Council to conduct the special meeting of the Metropolitan Park District at 7:33 p.m.

Mayor Johnson reconvened the regular meeting of the City Council at 7:35 p.m.

**ORDER OF BUSINESS**

Approval of Recommendations of Consent Agenda  
Items

**CONSENT AGENDA**

Mayor Johnson reviewed the items on the Consent Agenda with the Council and audience. He stated that items listed on the Consent Agenda are

considered to be routine in nature and will be enacted by a single motion of the Council without separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by Council request. Councilmember Wright moved, Councilmember Paul seconded to read the items on the Consent Agenda by title only.

Motion Carried.

City Attorney McAloon read the items on the Consent Agenda by title only. Mayor Johnson asked if there were any requests for removal of items from the Consent Agenda from either the Council or audience. There were no requests for removal of items for separate discussion. Councilmember Benjamin moved, Councilmember Paul seconded to adopt the Consent Agenda as presented.

Motion Carried.

### **Motions**

- |   |    |   |
|---|----|---|
| Minutes - November 5, 2008                      | 1. | The Council dispensed with the reading of the minutes of the special meeting of November 5, 2008, and approved them as submitted.   |
| Street Crack-fill 2008                          | 2. | The Council accepted as complete the Street Crackfill 2008 contract.  |
| North Grand Path and Maple Street Path Complete | 3. | The Council accepted as complete Contract No. 08-05, North Grand Path and Maple Street Path.  |
| Claim for Damages - Roberts                     | 4. | The Council referred a Claim for Damages submitted by Steve K. Roberts, for the Bank of Whitman, for an undetermined amount to the Washington State Transit Insurance Pool (WSTIP). |

### **REGULAR AGENDA**

#### **Public Hearing**

- |                           |    |  |
|---------------------------|----|--|
| Final 2009 Budget Hearing | 5. | Mayor Johnson announced that a public hearing is scheduled for the final 2009 budget hearing. Finance Director Woo presented the staff report. Mayor Johnson opened the public hearing. Councilmember Waldrop asked if the proposed budget preserved the \$100,000 Capital Improvement Program reserve within the General Fund. Finance Director Woo responded. Mayor Johnson closed the |
|---------------------------|----|--|



public hearing. City Council concurred to proceed with the budget as presented.

### Public Meeting

Kopf Annexation Request      6. Mayor Johnson announced that a public meeting is scheduled on the Kopf annexation request. Planning Director Dickinson presented the staff report. Councilmember Waldrop stated he was pleased with the advancement towards the construction of the Airport Fireflow Project. Councilmember Waldrop made the following motion:

"I move that the City accept the proposed annexation submitted by Keith Kopf, L.L.C., in the Notice of Intent to Annex Real Property filed with the City on September 23, 2008, and that the City give the following annexation instructions:

1. The petitioners shall assume their proportionate share of City indebtedness upon annexation as determined by the City finance director.
2. The petitioners shall accept the assignment of a C3 General Commercial zoning designation for the subject property to become effective immediately upon annexation.
3. Prior to the City Council public hearing on this annexation proposal, the petitioners shall initiate proceedings for annexation to Whitman County Hospital District No. 1A."

Councilmember Paul seconded the motion. The motion carried unanimously.

### Ordinance and Resolution

Ordinance No. 08-19 and Resolution No. R-91-08 - Residential Rental Unit Registration      7. Mayor Johnson announced that an ordinance and resolution had been prepared adopting the Residential Rental Unit Registration. City Attorney McAloon presented the staff report.

Councilmember Weller made the following statement: "As you know I am against the taxation of not only our citizens but businesses. In my opinion this ordinance is an example of that. It is untried and unproven. It may cost more money and time for both the citizens and the

businesses. I implore all of us to remember our City mission and vision statement and think about how this will be viewed by respective businesses and those we represent. In my opinion it is fiscally irresponsible to swim in unknown waters in the midst of a global economic storm."

Anita Hornback, 405 NW North Street, reiterated her position on defining the rates based on addresses and the issue of inequity it causes with duplexes and that she did not feel the date-of-birth information on emergency contacts was necessary and it was not included within the ordinance. City Attorney McAloon responded. Ms. Hornback, Councilmembers Heath and Bloom, and City Attorney McAloon discussed the requirement for dates-of-birth on the emergency contacts and the police registration system.

Councilmember Paul stated that he understood the date-of-birth being necessary to distinguish between people with the same name. Councilmember Heath responded. Councilmember Heath stated that the date-of-birth for an emergency contact is not required in the ordinance so it should not be included on the registration form.

Ordinance No. 08-19 by title only reads as follows:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PULLMAN, WHITMAN COUNTY, WASHINGTON, RELATING TO TITLE 6, LICENSES AND TAXATION, ADDING CHAPTER 6.98 RESIDENTIAL RENTAL UNIT REGISTRATION, AND OTHER MATTERS PROPERLY RELATED THERETO.

Councilmember Heath moved, Councilmember Waldrop seconded to adopt Ordinance No. 08-19. The motion carried six votes aye, Councilmember Weller voting nay.

Resolution No. R-91-08 by title only reads as follows:

A RESOLUTION ADOPTING A FEE SCHEDULE FOR RESIDENTIAL RENTAL UNIT REGISTRATION AND RENEWAL REQUIRED PURSUANT TO THE PROVISIONS OF THE PULLMAN CITY CODE 6.98.

Councilmember Heath moved, Councilmember Wright seconded to adopt Resolution No. R-91-08. The motion carried six votes aye, Councilmember Weller voting nay.

## Ordinances

- Ordinance No. 08-20 - Tax Levy      8. Mayor Johnson announced that an ordinance had been prepared adopting the tax levy for collection in 2009. Finance Director Woo presented the staff report. There were no questions of his report.

Ordinance No. 08-20 by title only reads as follows:

AN ORDINANCE FIXING THE AMOUNT OF TAX LEVY FOR THE YEAR 2008 FOR COLLECTION IN 2009 TO RAISE REVENUE TO MEET ESTIMATED EXPENDITURES AND ESTABLISHING THE SPECIAL LEVY TO MEET GENERAL OBLIGATION BOND INDEBTEDNESS.

Councilmember Paul moved, Councilmember Benjamin seconded to adopt Ordinance No. 08-20. The motion carried unanimously.

- Ordinance No. 08-21 - EMS Levy      9. Mayor Johnson announced that an ordinance had been prepared fixing the amount of tax levy for collection in 2009. Finance Director Woo presented the staff report. There were no questions on his report.

Ordinance No. 08-21 by title only reads as follows:

AN ORDINANCE FIXING THE AMOUNT OF THE EMERGENCY MEDICAL SERVICE (EMS) TAX LEVY FOR THE YEAR 2008 FOR COLLECTION IN 2009 TO RAISE REVENUE TO MEET ESTIMATED EMS EXPENDITURES.

Councilmember Waldrop moved, Councilmember Benjamin seconded to adopt Ordinance No. 08-21. The motion carried unanimously.

## Resolutions

- Resolution No. R-92-08 - Snow Emergency      10. Mayor Johnson announced that a resolution had been prepared authorizing the Public Works Director to declare a snow emergency. Public Works Director Workman presented the staff report. Councilmember Bloom asked for an explanation on implementation specifically when dealing with winter break and towing issues. Public Works Director Workman responded. Councilmember Heath asked if any snow emergencies would have been declared last year and how many times a snow emergency would have been declared. Public Works Director Workman responded. Councilmember Bloom stated that last year's snow

made for parking difficulties and asked if City lots could be used temporarily while snow is removed and if a hiatus on the parking restrictions could be declared. Public Works Director Workman responded. Councilmember Benjamin asked how big of an area would be included in the snow emergency declaration. Public Works Director Workman responded. Councilmember Benjamin asked if there were certain areas of the City that have problems each year with snow congestion and parking. Public Works Director Workman responded. Councilmember Benjamin asked if there would be issues with contacting car owners within the 24-hour period and noted if there would be contact problems relating to winter breaks and vacations. Public Works Director Workman responded.

City Attorney McAloon noted that the resolution allows for a parking lot restriction hiatus.

Resolution No. R-92-08 by title only reads as follows:

A RESOLUTION AUTHORIZING THE DIRECTOR OF PUBLIC WORKS OR HIS DESIGNEE TO DECLARE A SNOW EMERGENCY WHEN DEEMED NECESSARY AND ADVISABLE FOR THE PURPOSE OF ENSURING THE SAFE PASSAGE OF VEHICLES ON CITY STREETS.

Councilmember Bloom moved, Councilmember Wright seconded to adopt Resolution No. R-92-08. The motion carried unanimously.

Resolution No. 11.  
R-93-08 - Bad Debts

Mayor Johnson announced that a resolution had been prepared declaring certain accounts receivable as bad debts. Finance Director Woo presented the staff report. Councilmember Bloom asked who pays for the bad debts. Finance Director Woo responded. Mayor Johnson asked for confirmation that credit ratings are impacted when accounts receivable are sent to collection agencies. Finance Director Woo responded. Councilmember Heath asked for an explanation on why there are utility bills on the bad debt list. Finance Director Woo responded. Councilmember Waldrop and Finance Director Woo discussed requiring closing agents to pay utility bills at the time of property closings.

Mayor Johnson asked for a status update on the effectiveness of the new ambulance software. Finance Director Woo responded. Councilmember Benjamin asked if any of the write-off list

included amounts that insurance companies refuse to pay. Finance Director Woo responded. Councilmember Bloom asked what constituted a \$2,000 ambulance transport fee. Finance Director Woo and Mayor Johnson responded. Councilmember Bloom noted that other City customers pay for these bad debts.

Resolution No. R-93-08 by title only reads as follows:

A RESOLUTION DECLARING CERTAIN ACCOUNTS RECEIVABLE DUE TO THE CITY OF PULLMAN TO BE BAD DEBTS AND REMOVING SAID ACCOUNTS FROM THE ACTIVE ACCOUNTING RECORDS OF THE CITY.

Councilmember Waldrop moved, Councilmember Benjamin seconded to adopt Resolution No. R-93-08. The motion carried unanimously.

### Motion

Labor Contract 12.  
With Pullman Police  
Officers' Guild

Mayor Johnson announced that a motion is requested ratifying a labor contract with the Pullman Police Officers' Guild. City Supervisor Sherman presented the staff report which included a description of the contract provisions and the financial impact. Councilmember Bloom complimented Human Resources Manager Karen Sires for her work in negotiating this contract.

Councilmember Waldrop moved, Councilmember Bloom seconded to ratify the contract. Councilmember Paul stated that the increases are difficult to approve during the tough economic times and that the other groups have yet to be adjusted and expressed concern of the City's ability to pay the salary adjustments. City Supervisor Sherman responded. The motion carried six votes aye, Councilmember Paul voting nay.

### **NEW BUSINESS**

There were no items of new business.

### **ADJOURNMENT**

Councilmember Bloom moved, Councilmember Benjamin seconded to adjourn the regular meeting of the City Council.

Motion Carried.

Mayor Johnson adjourned the regular meeting of  
the City Council at 8:33 p.m.

---

Mayor

ATTEST:

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Finance Director

REQUEST FOR COUNCIL ACTION

For Meeting of: December 9, 2008

ACTION REQUESTED

Motion approving disbursements represented by accounts payable checks numbered \_\_\_\_\_ through \_\_\_\_\_ totaling \$ \_\_\_\_\_ inclusive, payroll checks numbered \_\_\_\_\_ through \_\_\_\_\_ totaling \$ \_\_\_\_\_ inclusive, and electronic transfers totaling \$ \_\_\_\_\_ and direct that they be paid upon approval of the Auditing Officer and Audit Committee.

BACKGROUND

Motion will approve payment of claims, wages, and transfers for December, 2008.

RECOMMENDATION

Passage of the motion.

FISCAL IMPACT

\$ \_\_\_\_\_ Budgeted Expenditures

\_\_\_\_\_  
BARS Code Number

SUBMITTED BY

ATTACHMENTS FOR COUNCIL REVIEW/ACTION

\_\_\_\_\_  
Troy Woo  
Name

1. None

\_\_\_\_\_  
Finance Director  
Title

\_\_\_\_\_  
Finance  
Department

REVIEWED BY

	Initial	Date
Department Head	<u>tw</u>	<u>12/4/08</u>
City Supervisor	<u>JFA</u>	<u>12/5/08</u>
City Attorney (As To Form)	<u>may</u>	<u>12-5-08</u>

3. A motion to refer a Claim for Damages submitted by Robert Tarcea for an undetermined amount to the Washington Cities Insurance Authority (WCIA).

NOTES:



REQUEST FOR COUNCIL ACTION

For Meeting of: December 9, 2008

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ACTION REQUESTED

A motion to refer a Claim for Damages submitted by Robert Tarcea for an undetermined amount to the Washington Cities Insurance Authority (WCIA).

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BACKGROUND

On November 17, 2008, Robert Tarcea submitted a Claim for Damages in an undetermined amount for damages allegedly occurring due to City negligence. In accordance with the provisions of Section 1.98.030 of the Pullman City Code, the Council should direct that this claim be referred to WCIA.

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RECOMMENDATION

That the motion be passed.

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FISCAL IMPACT

\$\_\_\_\_\_ Budgeted Expenditures

\_\_\_\_\_  
BARS Code Number

=====

SUBMITTED BY

=====

ATTACHMENTS FOR COUNCIL REVIEW/ACTION

Jane Joyce  
Name

1. Claim for Damages - Tarcea

Deputy City Clerk  
Title

Finance  
Department

=====

REVIEWED BY

	Initial	Date
Department Head	<u>TW</u>	<u>11/17/08</u>
City Supervisor	<u>JOS</u>	<u>12/5/08</u>
City Attorney (As To Form)	<u>Maj</u>	<u>11-18-08</u>

# CLAIM FOR DAMAGES FORM

Date Claim Form Received by Member 11/17/09 2:46pm TW
---

MEMBER CITY/ORGANIZATION: City of Pullman

Please take note that Robert Tarcea, who resides at 822 NE A St.  
Apartment #2, mailing address City of Pullman, home phone # (208) 409-5522, work phone # , is claiming damages against  
City of Pullman in the sum of \$600 arising out of the following circumstances listed below.

DATE OF OCCURRENCE: Friday November 14, 2008

TIME: 10:30 pm

LOCATION OF OCCURRENCE: 822 NE A St. Apt. #2

## DESCRIPTION:

- Describe occurrence explaining the nature of the defects or acts of negligence causing damages.

On Friday November 14, 2008 at around 10:30 pm the Pullman Police Department conducted a search of my apartment. Six officers ~~present~~ used a battering ram to gain entry of my apartment. No person was in the apartment @ the time of entry. The Police did have a search warrant, however, I feel they used excessive force by destroying our front door and another door inside the unit. There is a sign directly in front of the apartment complex w/ the Property Management's name & phone number. Before using the battering ram, the police should have contacted the Property Management company to obtain a key. This would have allowed them access to the apartment without destruction of property.

2. Provide a list of witnesses, if applicable, to the occurrence including names, addresses, and phone numbers.

Morgan Giddings 822 NE A St Apartment #1 (216) 702-9222  
 Taylor Worth (lives directly across the street)  
 Ray Cuthbert (was in Morgan Giddings apartment @ time of incident)

- Attach copies of all documentation relating to expenses, injuries, losses, and/or estimates for repair.

- Have you submitted a claim for damages to your insurance company? Yes X No

If so, please provide the name of the insurance company: \_\_\_\_\_  
 and the policy #: \_\_\_\_\_

<b>** ADDITIONAL INFORMATION REQUIRED FOR AUTOMOBILE CLAIMS ONLY **</b>			
License Plate # _____		Driver License # _____	
Type Auto:	(year)	(make)	(model)
DRIVER:	OWNER:		
Address:	Address:		
Phone#:	Phone#:		
Passengers:			
Name:	Name:		
Address:	Address:		

\* \* NOTE: THIS FORM MUST BE SIGNED AND NOTARIZED \* \*

I, Robert Tarcea, being first duly sworn, depose and say that I am the claimant for the above described; that I have read the above claim, know the contents thereof and believe the same to be true.

X [Signature] BT  
 X [Signature]  
 Signature of Claimant(s)

State of Washington  
 County of Whitman

I certify that I know or have satisfactory evidence that Robert Tarcea is the person who appeared before me, and said person acknowledged that (he/she) signed this instrument and acknowledged it to be (his/her) free and voluntary act for the uses and purposes mentioned in the instrument.

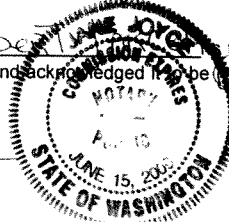
Dated: Nov 17, 2008

Jane Joyce JANE JOYCE

Signature

Title

My appointment expires 6-15-2009



4. A motion to refer a Claim for Damages submitted by Tanner Ross for the sum of \$11.50 to the Washington Cities Insurance Authority (WCIA).

NOTES:

REQUEST FOR COUNCIL ACTION

For Meeting of: December 9, 2008

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ACTION REQUESTED

A motion to refer a Claim for Damages submitted by Tanner Ross for the sum of \$11.50 to the Washington Cities Insurance Authority (WCIA).

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BACKGROUND

On December 2, 2008, Tanner Ross submitted a Claim for Damages for the sum of \$11.50 for damages allegedly occurring due to City negligence. In accordance with the provisions of Section 1.98.030 of the Pullman City Code, the Council should direct that this claim be referred to WCIA.

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RECOMMENDATION

That the motion be passed.

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FISCAL IMPACT

\$ \_\_\_\_\_ Budgeted Expenditures

\_\_\_\_\_  
BARS Code Number

=====

SUBMITTED BY

ATTACHMENTS FOR COUNCIL REVIEW/ACTION

Jane Joyce  
Name

1. Claim for Damages - Ross

Deputy City Clerk  
Title

Finance  
Department

=====

REVIEWED BY

	Initial	Date
Department Head	<u>TW</u>	<u>12/3/08</u>
City Supervisor	<u>JOE D</u>	<u>12/5/08</u>
City Attorney (As To Form)	<u>Maj</u>	<u>12-5-08</u>

# CLAIM FOR DAMAGES FORM

Date Claim Form Received by Member 12-2-08 1:30p.m.
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MEMBER CITY/ORGANIZATION: City of Pullman

Please take note that Tanner Ross, who resides at 618 N. Adams St.  
SE Moscow, ID 83843, mailing address Same  
 home phone # (208) 883-7827, work phone # ---, is claiming damages against  
 in the sum of \$ 11.59 arising out of the following circumstances listed below.

DATE OF OCCURRENCE: 10/12/08 TIME: ~3:00 am

LOCATION OF OCCURRENCE: Pullman Police Department

## DESCRIPTION:

- Describe occurrence explaining the nature of the defects or acts of negligence causing damages.  
Upon being arrested by the Pullman Police department my drivers license  
was confiscated. The officer with my license went out on another call and  
lost my license.

(attach an extra sheet for additional information, if needed)

- Provide a list of witnesses, if applicable, to the occurrence including names, addresses, and phone numbers.  
Kierstin Ross, 618 N. Adams St., Moscow, ID 208-883-7827  
Carl Bell 260 SE Kaminken, Pullman, WA 509-334-0802

- Attach copies of all documentation relating to expenses, injuries, losses, and/or estimates for repair.
- Have you submitted a claim for damages to your insurance company? --- Yes X No  
 If so, please provide the name of the insurance company: ---  
 and the policy #: ---

## \*\* ADDITIONAL INFORMATION REQUIRED FOR AUTOMOBILE CLAIMS ONLY \*\*

License Plate # <u>---</u>	Driver License # <u>---</u>
Type Auto: <u>---</u>	
(year) (make) (model)	
DRIVER: <u>---</u>	OWNER: <u>---</u>
Address: <u>---</u>	Address: <u>---</u>
Phone#: <u>---</u>	Phone#: <u>---</u>
Passengers: <u>---</u>	
Name: <u>---</u>	Name: <u>---</u>
Address: <u>---</u>	Address: <u>---</u>

\* \* NOTE: THIS FORM MUST BE SIGNED AND NOTARIZED \* \*

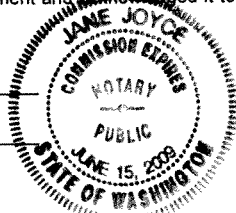
I, Tanner Ross, being first duly sworn, depose and say that I am the claimant for the above described; that I have read the above claim, know the contents thereof and believe the same to be true.

X [Signature]  
 X [Signature]  
 Signature of Claimant(s)

State of Washington  
 County of Whitman

I certify that I know or have satisfactory evidence that TANNER ROSS is the person who appeared before me, and said person acknowledged that (he/she) signed this instrument and acknowledged it to be (his/her) free and voluntary act for the uses and purposes mentioned in the instrument.

Dated: Dec 2, 2008  
Jane Joyce  
 Signature  
Notary Public  
 Title  
 My appointment expires 6-15-2009



5. A motion to authorize an agreement with Palouse River Counseling Center for alcohol and drug addiction programs.

NOTES:

REQUEST FOR COUNCIL ACTION

For Meeting of: December 9, 2008

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ACTION REQUESTED

A motion to authorize the execution of an Agreement between the City of Pullman and Palouse River Counseling Center.

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BACKGROUND

The City of Pullman and Palouse River Counseling Center have reached an agreement regarding the provision of a program for alcoholism and other drug addictions pursuant to RCW 70.96A.087. The City is directed to provide no less than 2 percent of its liquor taxes and profits to support the program offered by Palouse River Counseling Center. The attached agreement sets forth the provisions that both parties will comply with in order to meet the provisions of state law.

=====

RECOMMENDATION

That the motion be passed.

=====

FISCAL IMPACT

\$\_\_\_\_\_ Budgeted Expenditures

\_\_\_\_\_  
BARS Code Number

=====

SUBMITTED BY

ATTACHMENTS FOR COUNCIL REVIEW/ACTION

\_\_\_\_\_  
Troy Woo  
Name

1. Agreement

\_\_\_\_\_  
Finance Director  
Title

\_\_\_\_\_  
Finance  
Department

=====

REVIEWED BY

	Initial	Date
Department Head	<u>TW</u>	<u>11/20/08</u>
City Supervisor	<u>JFF</u>	<u>12/5/08</u>
City Attorney (As To Form)	<u>mej</u>	<u>11-21-08</u>

AGREEMENT BETWEEN CITY OF PULLMAN, WASHINGTON  
AND PALOUSE RIVER COUNSELING CENTER,  
A WASHINGTON NOT-FOR-PROFIT CORPORATION

This Agreement is made and enacted by and between City of Pullman, Washington, a political subdivision of the State of Washington, (hereafter referred to as City), and Palouse River Counseling Center (PRCC), a Washington not-for-profit corporation (hereinafter referred to as PRCC).

WHEREAS, the City is required to direct no less than 2 percent of its liquor taxes and profits to the support of a program for alcoholism and other drug addictions pursuant to RCW 70.96A.087; and,

WHEREAS, a private, nonprofit Washington corporation has been formed under the name Palouse River Counseling Center (PRCC) and is a qualified, competent, licensed, and available service provider for drug/alcohol counseling services for the residents of the City approved in accordance with RCW 70.96A.087; and,

WHEREAS, City and PRCC wish to enter into a written agreement whereby the drug and alcohol program services will be provided by PRCC in compliance with state law;

WHEREAS, Whitman County contracts with PRCC to provide drug and alcohol treatment and counseling required by RCW 70.96A.087; and,

NOW, THEREFORE, in consideration of the following terms and conditions, the parties hereby agree as follows:

ARTICLE I

The purposes of this Agreement are as follows:

- 1.1 To set forth the terms and conditions of the services provided by PRCC.
- 1.2 To set forth the amounts and methods of payment to PRCC by the City for the services PRCC promises to provide pursuant to this Agreement.
- 1.3 PRCC shall invoice the City quarterly, based upon actual liquor tax and profit distributions from the State of Washington.



ARTICLE II  
OBLIGATIONS  
INVOLVING CITY GRANTS AND CONTRACTS

- 2.1 PRCC shall furnish all services in accordance with applicable law.
- 2.2 Client information shall be protected and held confidential against unauthorized disclosure in accordance with applicable law. To the extent permitted by federal and state law, access to information shall be restricted to persons or agencies' representatives who are subject to confidentiality policies and procedures comparable to those of DSHS; and,
- 2.3 PRCC shall maintain a prudent financial management system, which maximizes the outcomes achieved for the public funds that are used to provide services and support to all service recipients.
- 2.4 PRCC shall assume the risk of, be liable for, and pay all damage, loss, costs and expense of its officers, and employees, arising out of any duty performed, or not performed, while acting in good faith within the scope of this Agreement. PRCC shall maintain liability insurance of at least \$1,000,000 per occurrence and \$2,000,000 aggregate and provide evidence of such insurance to City. Such insurance shall be in force prior to PRCC providing services under this Agreement.
- 2.5 PRCC shall provide a program of alcoholism and other drug addiction approved pursuant to RCW 70.96A.087.
- 2.6 PRCC shall notify City if at any time during the term of this Agreement it ceases to be an approved program as required by RCW 70.96A.087.
- 2.7 The City shall pay to PRCC 2 percent of the liquor taxes and profits within 30 days of receipt thereof by the City.

ARTICLE III  
EFFECTIVE DATE; DURATION

This Agreement shall be effective upon approval of the Pullman City Council. This Agreement shall expire on December 31, 2013, unless otherwise modified by the parties. The parties may continue the agreement for additional one-year periods upon the written occurrence of each party.

#### ARTICLE IV WARRANTIES

- 4.1 Warranties Excluded by City. City makes no representations regarding the amount of any liquor taxes and profits.
- 4.2 Warranties by PRCC. PRCC represents and warrants the following:
  - 4.2.1 PRCC is a Washington nonprofit corporation licenses to do business in Washington and fully qualified to enter into the transaction contemplated by this Agreement and to conduct operations as required by RCW 70.96A.087.
  - 4.2.2 PRCC is fully authorized by its Board of Directors to enter into the transactions contemplated by this Agreement and execute this Agreement.
  - 4.2.3 The President and Secretary of the PRCC are authorized by the Board of Directors of PRCC to execute this Agreement on behalf of Palouse River Counseling Center, a not-for-profit corporation.
  - 4.2.4 PRCC is an approved service provider as required by RCW 70.96A.087.

#### ARTICLE V INDEMNIFICATION

Indemnification. PRCC shall indemnify, defend and hold City, its elected and appointed officials, employees, and representatives harmless from any and all liabilities incurred for services supplied to or by PRCC after the effective date of this Agreement and from any claims of whatever kind or nature arising from this Agreement.

#### ARTICLE VI GENERAL PROVISIONS

- 6.1 This Agreement is personal to PRCC. PRCC may not assign its rights or delegate its duties under this Agreement, whether by assignment or other means, without the expressed written consent of the Pullman City Council. Any assignment or delegation by PRCC without such written consent shall be void and shall constitute an immediate material breach by PRCC of this Agreement.
- 6.2 This Agreement constitutes the entire agreement between City and PRCC. There are no understandings or agreements between

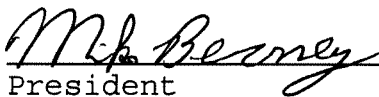
City and the PRCC other than those set forth in this Agreement. No such statement, representation or promise has been made to induce either party to enter into this Agreement. Any and all disputes and claims pertaining to City and/or PRCC assets and fund balances is fully and completely negotiated, settled and otherwise resolved by the execution of this Agreement.

- 6.3 This Agreement may not be amended, supplemented or otherwise modified unless expressly set forth in a written agreement signed by the parties.
- 6.4 The laws of the State of Washington shall govern this Agreement exclusively.
- 6.5 As a further condition of this contract, the parties acknowledge that this agreement shall be deemed and construed to have been prepared mutually by each party and it shall be expressly agreed that any uncertainty or ambiguity existing therein shall not be construed against any party.
- 6.6 The sole remedy for breach of this Agreement shall be termination.
- 6.7 Termination. This Agreement may be terminated by giving written notice of such termination at least six months before the effective date of the termination.

CITY OF PULLMAN

PALOUSE RIVER  
COUNSELING CENTER

\_\_\_\_\_  
Glenn A. Johnson, Mayor

  
\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Troy Woo, Finance Director

\_\_\_\_\_  
Secretary

Approved as to form:

\_\_\_\_\_  
Laura McAloon, City Attorney

\_\_\_\_\_  
Kelly Brown, Attorney at Law  
for Palouse River Counseling  
Center

6. A motion to ratify Change Order No. 4 to Contract No. 05-13,  
Digester System Improvements Project.

NOTES:

## REQUEST FOR COUNCIL ACTION

For Meeting of: 12/09/08

### ACTION REQUESTED:

Ratify approval of Change Order No.4 to the Digester System Improvements Project contract.

### BACKGROUND:

The scope of contract 05-13, Digester System Improvements, provides for a new digester, new digester control building, and modifications/repairs to the existing digesters and digester control building at the wastewater treatment plant. This change order includes twelve items. A description for each item is included in the attached change order summary. The change order results in an increase to the contract amount of \$37,947.58. Funding for this project is from the New Digester budget of the Utility Capital Projects fund.

### RECOMMENDATION:

By motion, ratify approval of Change Order No. 4 to contract 05-13, Digester System Improvements Project.

### FISCAL IMPACT:

\$37,947.58
403.3333.594.35.62.00
BARS Code Number

### SUBMITTED BY:

Name Kevin Gardes  
Title Deputy Public Works Director  
Dept. Public Works

### ATTACHMENTS FOR COUNCIL REVIEW/ACTION:

1. Change Order No. 4
2. Change Order Summary

### REVIEWED BY:

	Initial	Date
Department Head	<u>MW</u>	<u>12/3/08</u>
City Supervisor	<u>JFS</u>	<u>12/5/08</u>
City Attorney (As to Form)	<u>May</u>	<u>12-4-08</u>

City of Pullman  
**CONTRACT CHANGE ORDER NO. 4**

**Date:** December 1, 2008

**Contract No.:** 05-13

**Contract Title:** Digester System Improvements Project

**To: (Contractor)** Apollo, Inc.

You are hereby requested to comply with the following changes from the contract plans and specifications:

Item No. (1)	Description of Changes - Quantities, Units, Unit Prices, Change in Completion Schedule, Etc. (2)	Decrease in Contract Price (3)	Increase in Contract Price (4)
1	Old generator fuel trade for core dilling		\$0.00
2	Hot Water Pump motor HP increase - COP 31		\$2,748.79
3	Flow Conditioner - COP 33		\$6,920.09
4	Change Thermometers - COP 39		\$598.23
5	Paint Flanges on Methane Gas Line - COP 41		\$2,337.51
6	Deduct Toilet Acc. and 3 Fire Ext. - COP 42	\$736.35	
7	Add Pump Flushing/Cooling Water COP 36		\$6,096.93
8	Temporary Overflow Piping - COP 37		\$3,505.53
9	Revise MAU-1 power circuit - COP 35		\$728.64
10	Power to Panels, RFI 144/COP 34		\$3,907.99
11	Add Gas Regulator, RFI 150/COP 32		\$1,737.87
12	Additional AC Paving COP 38		\$7,356.61
13			
14			
<b>TOTAL DECREASE</b>		<b>\$736.35</b>	
<b>TOTAL INCREASE</b>			<b>\$35,938.19</b>
<b>Net Increase</b>			<b>\$35,201.84</b>
<b>Sales Tax at 7.8% (if applicable)</b>			<b>\$2,745.74</b>
<b>Total Change to Contract</b>			<b>\$37,947.58</b>

☒ Price changes are lump sum.

The sum of \$37,947.58 is hereby added to the total contract price, and the total adjusted contract price to date thereby is \$7,532,889.20.

The completion date for the contract is not affected by this change order. This document will become an amendment to the contract and all provisions of the contract will apply hereto.

Accepted by:   
Contractor's Representative

12/2/08  
Date

Title: SA Project Manager

Approved by: Mark D. Workman, P.E.  
Director of Public Works

12/3/08  
Date

**Digester System Improvements Project  
Change Order #4 SUMMARY**

- 1) *Old generator fuel trade for core drilling.* When the old emergency generator was decommissioned there was a few hundred gallons of diesel fuel left in the generator tank. The contractor utilized this fuel for his on-site equipment in exchange for additional core drilling for a downspout and floor drains in the boiler room. This will result in no change in the contract price.
- 2) *Hot water pump motor HP increase.* The contract documents called for breakers on the two hot water pumps to be sized for 3 HP motors. The actual pump motor size necessary to meet the flow and head requirements was 7.5 HP, therefore an increase in breaker size was required. This will result in an increase in the contract price.
- 3) *Add Flow Conditioner.* A flow meter was installed in the gas piping. This piping increased in size with an addendum issued during the bidding period, resulting in a tighter configuration within the designed building. Typically, a flow meter has a certain length of recommended straight pipe before and after the meter to provide a stable, non-turbulent flow. With the increase in pipe size this was not possible. As an alternative, a flow straightener was installed in the welded stainless steel piping ahead of the flow meter to provide the required uniform flow for accurate flow measurement. This will result in an increase in the contract price.
- 4) *Change Thermometers.* Three electronic process thermometers were replaced with thermometers capable of reading to 240°F. The originally installed thermometers (per Contract documents) were only capable of reading to 150°F, which is below the potential operating range. This was discovered during startup and programming. This will result in an increase in the contract price.
- 5) *Paint Flanges on Methane Gas Line.* The methane gas line is made of stainless steel and does not require painting, however it is connected at a number of locations with carbon steel flanges. These flanges were not called out to be painted in the contract documents and will result in an increase in the contract price.
- 6) *Deduct for Toilet Accessories and Three Fire Extinguishers.* The Contractor proposed having the city provide paper dispensers for the bathroom in the new Control Building, which were required to be furnished and installed by the Contractor per the contract documents. Staff found this proposal acceptable. During a site visit by Pullman's fire prevention officer he noted that the contract documents were requiring six fire extinguishers for the new building when only three were necessary. This results in a decrease in the contract price.
- 7) *Add pump flushing and cooling water.* The contract documents did not provide water to the pump seals in the new control building or flushing water at maintenance points in the pumping system. While seal water is not technically required by the pump manufacturer it is likely that it will increase the life of the pump seals, reduce maintenance and increase the reliability of the system. This will result in an increase in the contract price.

- 8) *Temporary Overflow Piping.* A fairly elaborate sequencing plan was prepared by the design consultant to complete construction since existing systems needed to stay in operation until newly built components were operational. One item that was overlooked was the need to provide for a temporary overflow pipe for the new primary digester, since the permanent overflow piping can not be completed until the end of the project due to sequencing constraints. This will result in an increase in contract price.
- 9) *Revise MAU-1 power circuit.* The contract documents called out an incorrect voltage to serve the MAU-1 unit. The unit actually required a 208 volt circuit necessitating changes to the wire, conduit, and breaker size. This will result in an increase in contract price.
- 10) *Revise Power to Panels.* The contract documents required that 120 volt power be supplied to panels 75LCP2001 and 75LCP2002, which is incorrect. The panels need to be furnished with 480 volt three phase power, which will require changes to the wire, conduit, and breakers. This will result in an increase in contract price.
- 11) *Add Gas Regulator.* A regulator is required on the natural gas supply line to the waste gas burner pilot circuit. This was not called out in the contract documents. The 3" supply line will be reduced to install the regulator then increased back in size to 2" after the regulator. This will result in an increase in contract price.
- 12) *Additional AC Paving.* The contract documents required AC pavement patching in areas where conduits, ducts banks and piping were installed in existing paved access roads at the plant. At the time the documents were prepared it was uncertain where piping and conduit with future projects might be routed. The design work for the next project is now complete and some of that future work was added to this project through previous change orders. Therefore, it seems reasonable to do full width paving in areas that are not planned for work in the near future. The additional paving is the incremental difference between the pavement patching and full width paving. This will result in an increase in contract price.



7. A motion to ratify Change Orders 1, 2, and 3 to Contract No. 08-16, Water System Telemetry Upgrades.

NOTES:

# REQUEST FOR COUNCIL ACTION

For Meeting of: 12/09/08

## ACTION REQUESTED:

Ratify Change Orders 1, 2, and 3 to the Water System Telemetry Upgrades contract.

## BACKGROUND:

The scope of contract 08-16, Water System Telemetry Upgrades, provides for the construction and wiring of five new control panels at various sites to upgrade the SCADA system controlling the City's water system. During the course of performing this project, omissions of certain items were encountered that were then included into the scope of the contract by change order. Change Order 1 adds a power supply, bulkhead arrestors, cabling, and fusing to isolate the power to the radios that provide backup communication between water facilities for the new Tank 10 and for the Staley Tank. Change Order 2 provides fusing for the analog inputs and operator interface panel input power for all five sites. Change Order 3 provides an additional power supply for the analog inputs at the Staley Tank. The costs for these change orders were \$885.53, \$816.59, and \$325.15 respectively for a total contract amount increase of \$2,027.27. The resultant contract amount is \$29,047.34. Ratification of approval of these change orders is requested. Funding for this project is from the Capital Projects Budget of the Utility Fund.

## RECOMMENDATION:

By motion, ratify approval of Change Orders 1, 2, and 3 to contract 08-16, Water System Telemetry Upgrades.

## FISCAL IMPACT:

\$2,027.27
<u>403.3335.594.34.64.00</u>
BARS Code Number

## SUBMITTED BY:

Name Mark Workman  
Title Public Works Director  
Dept. Public Works

## ATTACHMENTS FOR COUNCIL REVIEW/ACTION:

1. Change Order 1
2. Change Order 2
3. Change Order 3

## REVIEWED BY:

	Initial	Date
Department Head	<u>MW</u>	<u>12/3/08</u>
City Supervisor	<u>[Signature]</u>	<u>12/5/08</u>
City Attorney	<u>[Signature]</u>	<u>12-4-08</u>

(As to Form)

City of Pullman  
**CONTRACT CHANGE ORDER NO. 1**

**Date:** 8/20/2008

**Contract No.:** 08-16

**Contract Title:** Water System Telemetry Upgrades

**To: (Contractor)** Empire Electric

You are hereby requested to comply with the following changes from the contract plans and specifications:

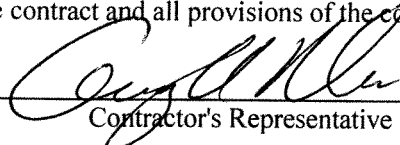
Item No. (1)	Description of Changes - Quantities, Units, Unit Prices, Change in Completion Schedule, Etc. (2)	Decrease in Contract Price (3)	Increase in Contract Price (4)
1	2 SDN5-24-100 Sola power supplies.		\$597.50
2	2 IS-B50LN-C2 Polyphaser bulkhead arrestors.		\$140.08
3	2 coaxial cables fro the radio to the bulkhead arrestors.		\$34.20
4	2 120 VAC fused terminals with side covers.		\$7.06
5	2 24 VDC fused terminals with side covers		\$8.62
6	Shipping		\$34.00
<b>TOTAL DECREASE</b>		<b>\$0.00</b>	
<b>TOTAL INCREASE</b>			<b>\$821.46</b>
<b>Net Increase</b>			<b>\$821.46</b>
<b>Sales Tax at 7.8% (if applicable)</b>			<b>\$64.07</b>
<b>Total Change to Contract</b>			<b>\$885.53</b>

Price changes are lump sum.

The sum of \$885.53 is hereby added to the total contract price, and the total adjusted contract price to date thereby is \$27,905.60.

The completion date for the contract is not affected by this change order. This document will become an amendment to the contract and all provisions of the contract will apply hereto.

Accepted by:

  
Contractor's Representative

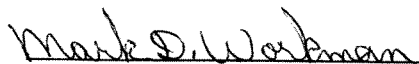
8.25.08

Date

Title:

V.P

Approved by:

  
Director of Public Works

12/3/08

Date

City of Pullman  
**CONTRACT CHANGE ORDER NO. 2**

**Date:** 8/25/2008  
**Contract No.:** 08-16  
**Contract Title:** Water System Telemetry Upgrades  
**To: (Contractor)** Empire Electric, Inc.

You are hereby requested to comply with the following changes from the contract plans and specifications:

Item No. (1)	Description of Changes - Quantities, Units, Unit Prices, Change in Completion Schedule, Etc. (2)	Decrease in Contract Price (3)	Increase in Contract Price (4)
1	Add fusing to all of the analog input circuits and the operator interface panel circuits in all of the panels being built. Modify panel drawings accordingly. Includes all labor and supplies. Note: Fuses shall be blow fuse indicator type and shall be sized by the panel builder based on load.		\$757.50
<b>TOTAL DECREASE</b>		<b>\$0.00</b>	
<b>TOTAL INCREASE</b>			<b>\$757.50</b>
<b>Net Increase</b>			<b>\$757.50</b>
<b>Sales Tax at 7.8% (if applicable)</b>			<b>\$59.09</b>
<b>Total Change to Contract</b>			<b>\$816.59</b>

☒ Price changes are lump sum.

The sum of \$816.59 is hereby added to the total contract price, and the total adjusted contract price to date thereby is \$28,722.19.

The completion date for the contract is not affected by this change order. This document will become an amendment to the contract and all provisions of the contract will apply hereto.

Accepted by:  8.25.08  
Contractor's Representative Date

Title: V. P.

Approved by: Mark D. Workman, P.E. 12/3/08  
Director of Public Works Date

City of Pullman  
**CONTRACT CHANGE ORDER NO. 3**

**Date:** 11/10/2008  
**Contract No.:** 08-16  
**Contract Title:** Water System Telemetry Upgrades  
**To: (Contractor)** Empire Electric, Inc.

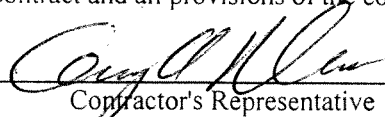
You are hereby requested to comply with the following changes from the contract plans and specifications:

Item No. (1)	Description of Changes - Quantities, Units, Unit Prices, Change in Completion Schedule, Etc. (2)	Decrease in Contract Price (3)	Increase in Contract Price (4)
1	Add 24Vdc power supply to supply the analog loops of the Staiey Reservoir panel. Note: The ELPRO radio in this panel required a separate, grounded power supply.		\$301.62
<b>TOTAL DECREASE</b>		\$0.00	
<b>TOTAL INCREASE</b>			\$301.62
<b>Net Increase</b>			\$301.62
<b>Sales Tax at 7.8% (if applicable)</b>			\$23.53
<b>Total Change to Contract</b>			\$325.15

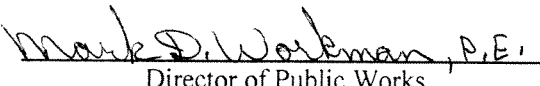
☒ Price changes are lump sum.

The sum of \$325.15 is hereby added to the total contract price, and the total adjusted contract price to date thereby is \$29,047.34

The completion date for the contract is not affected by this change order. This document will become an amendment to the contract and all provisions of the contract will apply hereto.

Accepted by:  11.12.08  
Contractor's Representative Date

Title: V.P.

Approved by:  12/3/08  
Director of Public Works Date

